City of Lafayette Staff Report

For:	City Council
By:	Niroop K. Srivatsa
Date Written:	March 2, 2009
Meeting Date:	March 9, 2009
Subject:	**2009 Planning Division Work Plan: Schedules for Completing the Long Range Tasks**

On January 26th, the City Council approved the annual work plan for the planning division. Since that time, the following new tasks have been added to the list:

1. Preparation of an Open Space Plan: approved by the City Council on February 9th.

2. Review of State Fire Regulations, including commenting on the California Department of Forestry and Fire Protection recommendations for very high fire hazard severity zones; formulating City procedures for implementation of California Building Code requirements for fire safety; and monitoring of Contra Costa Fire Protection District's standards for abatement of fire hazards.

3. Planning staff assistance in the preparation and/or review of the environmental documents for the Parks Master Plan and the Bike Park.

Given these additions, staff would like to defer the study to regulate fences and other structures in front yards and/or in the City right-of-way to next year.

Staff has prepared schedules for completing the approved tasks (attached.) Staff will provide the Planning Commission and City Council with regular updates on the status of these tasks.

Recommendation

Approve revised work plan and schedules.

Attachments

No.	Task	Additional Funds Needed	Funding Source	Completion Date	Schedule attached (Y/N)
1.	Downtown Strategy	None	Redevelopment Agency MTC/ABAG	November 2009 (including CEQA)	Y
2.	Housing Element update	None	N/A	June 2009	Y
3.	Housing element: implementation of programs from the new housing element	Yes, in the FY09/10 budget. Amount to be determined after approval of housing element.	Redevelopment Agency	Varies. Scheduled for each program will be prepared after the new element is adopted in June 2009	N
4.	Regulating house size	None	N/A	June 2009	Y
5.	Inclusionary housing ordinance & in-lieu fees	None	N/A	August 2009	Y
6.	Eastern Deer Hill Road General Plan amendment	None	N/A	Start environmental review in May 2009; zoning amendments to Council by September 2009	Y
7.	Local CEQA guidelines	None	N/A	December 2009	Y
8.	Senior Housing General Plan amendment	None	N/A	July 2009	Y
9.	Growth Management Element update	None	N/A	June 2009	Y
10.	Development fees audit: Upgrade of existing walkways & drainage impact fees	None	N/A	June 2009	Y
11.	Development fees: consideration of new impact fees such as a Capital Facilities fee	Yes, in the FY09/10 budget.	General Fund	Schedule will depend on the types of new impact fees that the City Council wants to consider	N
12.	Green building policies	None	N/A	October 2009	Y
13.	Prepare a Climate Action Plan	None	N/A	December 2009	Y

No.	Task	Additional Funds Needed	Funding Source	Completion Date	Schedule attached (Y/N)
14.	Bollinger Development Agreement (DA)	None	N/A	Schedule dependent on property owner submitting rezoning application and final draft of the development agreement	N
~~15.~~	~~Regulation of fences and other structures in front yards and/or in the City right-of-way~~	~~None~~	~~N/A~~	~~September 2009 – March 2010~~	~~Y~~
16.	Update City's conservation and scenic easement documents	None	N/A	October 2009	Y
17.	Zoning text amendment regarding horticultural uses in the R-100 district	None	General Fund	June 2009	Y
18.	Municipal Code updates to chapters 1-9, 6-23, and 8-21 regarding code enforcement to establish administrative fines, etc. and appeals fees; update outdoor storage language as it pertains to vehicle definitions; and, incorporate the changes into Chapter 8-21 for uniform enforcement, respectively.	None	N/A	August 2009	Y
19.	Annual Housing Report.	None	N/A	April 2009	Y
20.	Monitoring of (1) developments in neighboring jurisdictions and (2) regional issues (Palos Colorados, Rancho Laguna, Moraga Downtown Specific Plan, ABAG Projections, SB375 implementation, etc.)	None	N/A	Ongoing	N
21.	File grant applications and implement deliverables. Grants include: a) MTC's Station Area Planning ("SAPP") b) Prop 1C Incentive Infill Funds	None	N/A	Ongoing	N

No.	Task	Additional Funds Needed	Funding Source	Completion Date	Schedule attached (Y/N)
22.	Amendments to tree ordinance	None	N/A	November 2009	Y
23.	Environmental review for Parks Master Plan (if required by the Parks, Trails and Recreation Department)	None	N/A	Schedule dependent on completion of Parks Master Plan	N
24.	Environmental review for Bike Park (if required by the Parks, Trails and Recreation Department)	None	N/A	Schedule dependent on completion of Bike Park plans	N
25.	Open Space Plan	Yes, in the FY09/10 budget. $7,500 for Committee support	General Fund	October 2009	Y
26.	Redevelopment Plan Amendments	None	Redevelopment Agency	Schedule dependent on preparation of assessment report	N
27.	5-year redevelopment implementation plan	None	N/A	December 2009	N
28.	State Fire Regulations: Review and take City action on California Department of Forestry and Fire Protection recommendations for very high fire hazard severity zones; review and formulate City procedures for implementation of California Building Code requirements for fire safety; monitor Contra Costa Fire Protection District's standards for abatement of fire hazards.	None	N/A	City action on the fire zone map due by May 15th; schedule for other tasks is being prepared	N

1. Lafayette Downtown Strategy and Specific Plan

2009 Schedule*

Ann Merideth, Community Development Director

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Public review of Draft Plan begins (1/26/2009)												
Advisory Committee meeting (1/31/2009)												
Review by commissions and committees												
Advisory Committee meeting (2/21/2009)												
Community Workshop (2/25/2009)												
Advisory Committee meeting with WRT (3/17/2009)												
Council, commissions, committees, WRT meeting												
City Council acceptance for environmental review (4/27/2009)												
Environmental review												
Public hearings on EIR, Final Plan												
Certification of EIR and adoption of Final Plan (11/23/2009)												

** schedule as adopted by the City Council – 2/9/09*

The "Lafayette Downtown Strategy and Specific Plan" is an ambitious Plan that seeks to develop a framework, design guidance and deliberate actions to promote the community's 20-year vision for Downtown Lafayette. This vision was developed through community surveys, meetings with a Citizens Advisory Committee and several public workshops. Please visit www.lovelafayette.org for more information.

2. Housing Element Update

Niroop K. Srivatsa, Planning & Building Services Manager

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Finalize remaining sections (note: the housing inventory, demographic data analysis, review of previous element, etc. were completed in 2008)												
Public participation (Planning Commission study session January 22)												
Planning Commission & City Council preliminary public hearings (February 19 and March 9)												
Revisions prior to submission of admin draft to HCD												
HCD Review of Draft Element												
Complete environmental review												
City Council & Planning Com. public hearings & adoption (tentative dates April 16, April 27 and May 11)												
HCD required post adoption review for certification												
Completion of implementation programs (July 2009-June 2014)												

Rev. 2009-03-02

Amendments to the Housing Chapter of the Lafayette General Plan (Housing Element) to accommodate the regional housing needs allocation established by the State Department of Housing and Community Development. Key changes include revisions to the goals, policies and implementation programs, the inventory of housing sites, and background data.

4. House Size Study Committee (HSSC)

2009 Schedule

Greg Wolff, Senior Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Status update to PC (1/22/2009)												
Status update to DRC (1/27/2009)												
Mtg. w/ Laf. Homeowners Council (1/21/2009)												
Mtg. w/ Acalanes Valley HOA (__/__/2009)												
Mtg. w/ BurtonValley.com (3/11/2009 tent.)												
Mtg. w/ Springhill Valley HOA (3/12/2009 tent.)												
Finalize Study and prepare report to Commissions & Council												
Public Hearings - DRC (1) 4/7 - PC (1) 4/16 - PC (2) 5/7 - CC (1) 5/11 - CC (2) 5/26 - CC (3) 6/8 - CC (4) 6/22												

Rev. 2009-02-23

The City Council appointed an ad hoc subcommittee to study the issue of house size in Lafayette. The issue of house size has been raised at numerous public meetings, prior work plan meetings, and during consideration of updates to the Hillside Development Ordinance. The House Size Study Committee will complete its study of the issues involved with house size, and make a recommendation to the Planning Commission and City Council on ways to address those issues.

5. Inclusionary Housing Ordinance

2009 Schedule

Lindy Coburn, Associate Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Tasks to consultants. Prepare responses to outstanding issues (January 23 – February 23)												
Council meeting to obtain direction on outstanding issues (March 9, 2009)												
Prepare environmental documents; begin drafting ordinance (March 10 – May 21)												
Planning Commission hearing – first review of draft ordinance & environmental documentation (June 4, 2009)												
Planning Commission hearing – second review of draft ord. & environmental documentation (July 2, 2009)												
City Council meeting – first review of draft ordinance & environmental documentation (July 27, 2009)												
City Council meeting – second review and adoption of Inclusionary Housing Ordinance (only one meeting in August) (August 10, 2009)												

Rev. 2009-02-23

Inclusionary Housing Programs require that a given share of new construction be affordable to people with low to moderate incomes. The City Council directed staff to prepare an inclusionary housing ordinance in accordance with the General Plan.

6. Eastern Deer Hill Road General Plan Amendment

2009 Schedule

Christine Sinnette, Senior Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Meet with AMD Trust, owner of parcels 27 & 28												
Take parcels 27 & 28 to City Council for direction on potential GP & RZ designations (3/23)												
Staff prepares project description and RFP for environmental consultant												
Contract with consultant to prepare environmental documents. Approved budget $25,000												
Environmental documents complete. GP/RZ to Planning Commission (7/2)												
GP/RZ to City Council (9/28)												

Rev. 2009-02-23

At City Council's direction, prepare and adopt revised General Plan and zoning designations for seven properties in the Eastern Deer Road area.

7. Preparation of CEQA Guidelines

2009 Schedule

Christine Sinnette, Senior Planner • Sarah Allen, Planning Intern

Task / Milestones	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Research other jurisdictions that have created local guidelines. Obtain copies of their adopted guidelines and thresholds of significance.												
Review existing documents (General Plan & Zoning) that have thresholds that can be used for local guidelines. Revise Environmental Checklist to be specific for Lafayette including new or revised thresholds.												
Draft local guidelines/thresholds of significance using existing documentation like Design Review Guidelines, General Plan, Growth Management chapter, Lamorinda Action Plan, and the Zoning Code.												
Work session with City staff.												
City Attorney review of guidelines.												
Public Review. Publish legal ad and notify Lafayette Homeowners Council and Chamber of Commerce 30 days prior to meeting.												
Take draft guidelines through public review process including Circulation Commission (8/17), PTR Commission (8/12), and Planning Commission (9/17).												
Guidelines to City Council (10/26)												
Final reading and adoption (11/9)												

Rev. 2009-02-23

Prepare and adopt City of Lafayette CEQA Guidelines including local thresholds of significance.

8. Senior Housing Ordinance (SHO)

2009 Schedule

Glenda Warmoth, Assistant Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Draft language. Staff and consultant review.												
Review Draft language with Council Sub Committee												
Make application for General Plan & Zoning Text Amendment												
Determine CEQA requirements. Prepare CEQA document.												
Planning Commission Review (April 16, 2009)												
Planning Commission Review (May 7, 2009)												
City Council Review (May 26, 2009) First Reading												
City Council Review (June 8, 2009) Second Reading												

Rev. 2009-03-03

Create an overlay district specifically for senior housing which addresses their unique parking and density needs.

9. Updating the Growth Management Element of the General Plan

2009 Schedule

Sarah Allen, Planning Intern • Michael Cass, Assistant Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Conduct research. Review GP02-92												
Referral agency outreach. Input from staff. Determine proper CEQA document.												
Coordinate with Leah Greenblat regarding measure J requirements. Begin CEQA procedures.												
Begin drafting updated element based on referral agency feedback												
Circulation Commission review (3/2/2009)												
Planning Commission review (4/16/2009)												
Revisions, if needed, based on Circulation & Planning Commission comments.												
Proceed with proper noticing, public hearings, readings, and adoption of update.												
City Council review. (5/11/2009) First Reading (5/26/2009) Second Reading												

Rev. 2009-02-23

Update to the Growth Management Element of the General Plan in order to comply with Measure J, ensuring continued transportation funding from Contra Costa County.

10. Drainage & Walkway Fees Update

2009 Schedule

Niroop K. Srivatsa, Planning & Building Services Manager

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Review drafts from consultant (note: the bulk of the work was completed in 2008)												
Legal review												
City Council presentation (April 13, 2009)												
City Council Hearing (May 11, 2009) 1st Reading												
City Council Hearing (May 26, 2009) 2nd Reading												

Rev. 2009-03-02

Upgraded and updated existing drainage impact and walkways fees.

12. Green Building

Ann Merideth, Community Development Director

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop outline with Environmental Task Force												
Present proposal to City Council (3/23/2009)												
Present to DRC, PC												
Prepare draft ordinance												
Review of draft ordinance by DRC, PC												
Prepare final ordinance, CEQA												
Public hearings by PC												
Public hearings and adoption by City Council												

Rev. 2009-02-23

The Environmental Task Force is developing a green building program and ordinance consistent with the City's adopted Environmental Strategy.

13. Environmental Strategy / Climate Action Plan

2009 Schedule

Ann Merideth, Community Development Director

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop outline with Environmental Task Force												
Present proposal to City Council (3/23/2009)												
Prepare first draft												
Present to Environmental Task Force												
Prepare second draft												
Public review												
Present to City Council for adoption												

Rev. 2009-02-23

The Environmental Task will be expanding the City's Environmental Strategy that was adopted in 2006 to include information about the community's baseline greenhouse emissions and programs to reduce these emissions consistent with goals established in the AB 32. The expanded Strategy will also address other environmental issues, such as water conservation.

16. Update Conservation & Scenic Easement Agreements

2009 Schedule

Lindy Coburn, Associate Planner

Task / Milestones	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Research other local jurisdictions language and concerns raised by PC												
Prepare draft language												
Review draft language with Planning Staff												
Review draft language with City Attorney												
Finalize draft language												
PC Hearing - first review of draft language (Aug. 20)												
PC Hearing – second review of draft language (Sept. 3)												
CC Hearing - first review of draft language (Sept. 28)												
CC Hearing – second review and adoption of changes to easement agreements (Oct. 13)												

Rev. 2009-02-23

Update the City's Conservation and Scenic Easement agreements, incorporating language that will protect the natural condition of the topography and vegetation, and ensure preservation and conservation for the visual enjoyment and not physical onsite use.

17. Horticulture in the R-100 Zone

2009 Schedule

Michael Cass, Assistant Planner

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Prepare Draft Language												
Research Other Local Jurisdictions regulations												
Review Draft Language with Planning Staff												
Review Draft Language with City Attorney												
Finalize Draft Language												
CEQA Review (as applicable)												
Draft PC Staff Report & Resolution												
PC Public Hearing (4/16/2009)												
Draft CC Staff Report, Resolution, & Ordinance												
City Council Hearing (5/26/2009) 1st Reading												
Revise CC Staff Report, Resolution, & Ordinance												
City Council Hearing (6/8/2009) 2nd Reading												

Rev. 2009-02-23

Zoning text amendment to modify horticultural from a permitted use to a use requiring a use permit in the R-100 zoning district. Define: crop/tree farming, greenhouses, horticulture, small farming, and viticulture.

18. Amend Outdoor Storage & Code Enforcement Ordinance

2009 Schedule

Mark Robbins, Code Enforcement Officer

Task / Milestones	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Complete Draft Language												
Work session with Planning Staff; finalize amendments												
City Attorney review of draft amendments												
Revise per City Attorney comments; prepare resolution & ordinance; evaluate amendments for CEQA compliance												
City Attorney review of draft resolution and ordinance												
Planning Commission public hearing (6/18)												
City Council public hearing (7/27)												
Final reading and adoption (8/10)												

Rev. 2009-03-03

Municipal Code updates to chapters 1-9, 6-23, and 8-21 regarding code enforcement to establish administrative fines, etc. and appeals fees; update outdoor storage language as it pertains to vehicle definitions; and, incorporate the changes into Chapter 8-21 for uniform enforcement, respectively.

19. Annual Housing Report

2009 Schedule

Niroop K. Srivatsa, Planning and Building Services Manager

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Develop Annual Report using material available from the Housing Element currently being drafted and other sources												
Planning Commission review and recommendation (March 19)												
City Council review and approval (March 23)												
Submission to the State Department of Housing and Community Development (HCD) (April 1)												

Rev. 2009-03-02

Preparation of an annual report to the City Council and Planning Commission that describes the amount and type of housing activity correlated with the City's housing needs. The report has to be submitted to the State Department of Housing and Community Development (HCD).

22. Tree Ordinance Update

Michael Cass, Assistant Planner

2009 Schedule

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Prepare Draft Language												
Review Draft Language with Planning Staff												
Review Draft Language with Ateljevich, Cleaver & Phillips												
Review Draft Language with City Attorney												
Finalize Draft Language; CEQA Review (as applicable)												
Draft Planning Commission Staff Report, Reso. & Ord.												
Planning Commission Review (September 3, 2009)												
Draft City Council Staff Report, Resolution, & Ordinance												
City Council Review (October 26, 2009) 1st Reading												
City Council Review (November 9, 2009) 2nd Reading												

Rev. 2009-02-23

Zoning text amendment to update the Tree Protection Ordinance, including permitting the tree removal mitigation payment to be utilized for native shrubs.

25. Open Space Plan and Strategy

2009 Schedule*

Steven Falk, City Manager, Greg Wolff, Senior Planner, Zoe Merideth, Intern

Task / Milestone	2009 JAN	2009 FEB	2009 MAR	2009 APR	2009 MAY	2009 JUN	2009 JUL	2009 AUG	2009 SEP	2009 OCT	2009 NOV	2009 DEC
Advertise for Open Space Committee (OSC) members												
Draft mission and goals for OSC												
Appoint OSC members												
Begin OSC meetings												
Prepare Draft Open Space Plan and Strategy												
Present Draft Plan, CEQA to OSC, PC and PTRC												
Present Plan to City Council												

- schedule as adopted by the City Council – 2/9/09

The City will be receiving funds from Measure WW, including the acquisition of open space. A subcommittee of the Council and Parks, Trails & Recreation Commission recommended that a master plan and funding strategy for acquiring open space would be beneficial to Lafayette.